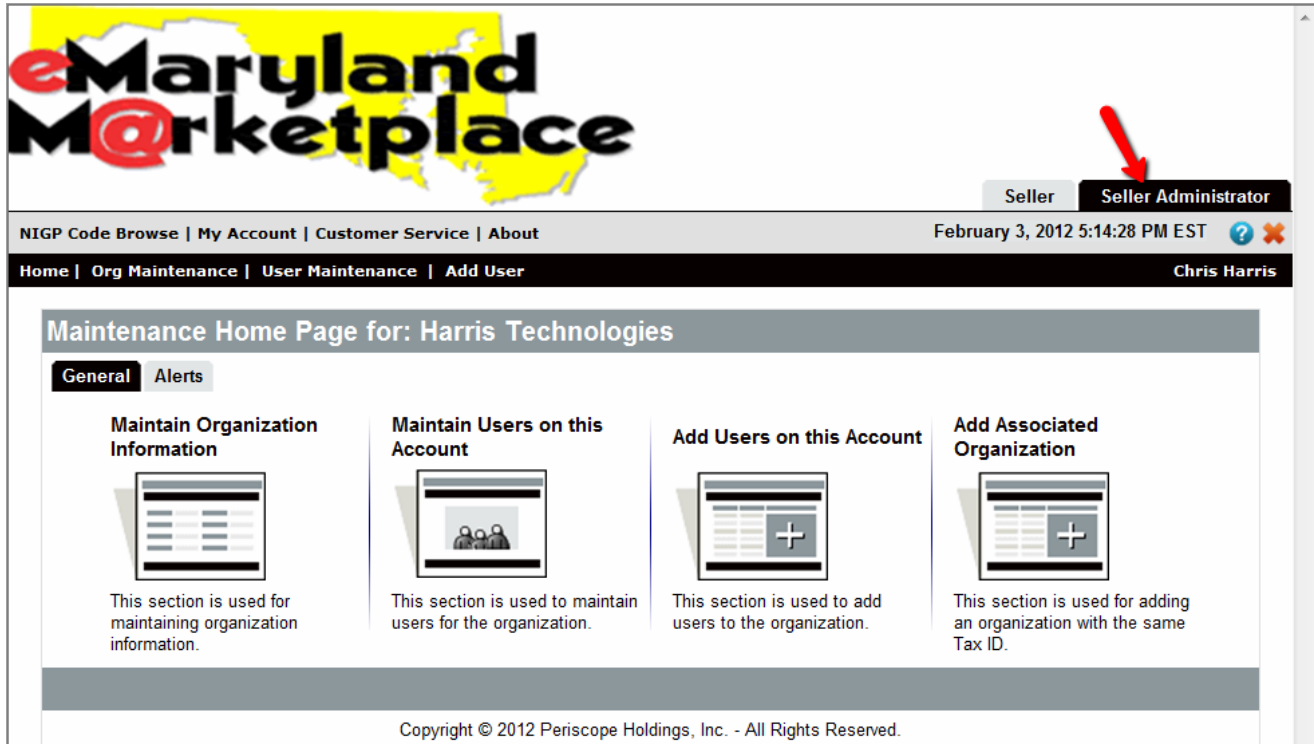


## Small Business Reserve Registration

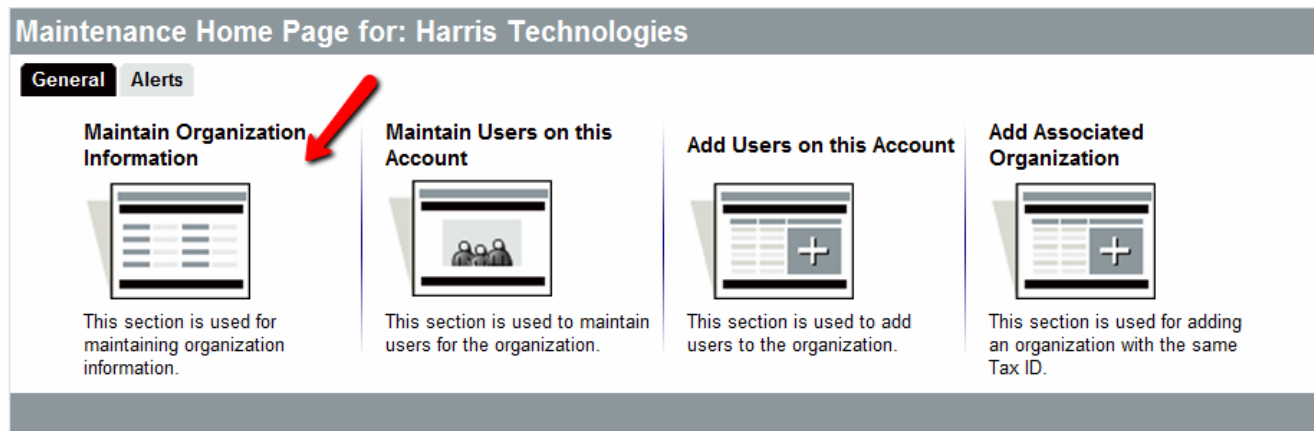
This Quick Reference Guide is intended to walk a vendor through the registration process for the State of Maryland's Small Business Reserve (SBR) Program if you are already a registered vendor within eMaryland Marketplace (eMM). If you have NOT registered within eMM, then you will want to do this, as this now includes the SBR program registration process.

### Accessing SBR Program (Available in eMaryland Marketplace on 2-21-2012)

The first step in registering for the SBR Program is to log in to eMM with your username and password. Once you are logged in, ensure you have the Seller Administrator role selected along the top-right.










Next, click the **Maintain Organization Information** button.



## Small Business Reserve Registration

Next, select the **Maintain Program Qualification** button.

Maintain Organization Information for: Harris Technologies

<b>Maintain General Organization Information</b>  This section is used for maintaining general organization information.	<b>Maintain Addresses</b>  This section is used to maintain addresses.	<b>Maintain Commodity Codes &amp; Services</b>  This section is used to maintain commodity codes and services.	<b>Maintain Program Qualification</b>  This section is used to maintain program qualification.
<b>Maintain Regions</b>  This section is used to maintain regions.	<b>Maintain Terms and Categories</b>  This section is used to maintain terms and categories.	<b>Maintain Quote Attachment Repository</b>  This section is used to maintain files in the quote attachment repository.	

Exit

If you are NOT currently a registered SBR vendor, the **SBR – Program Details** page will appear as below. Click the **Continue** button to proceed with the SBR registration process.

SBR - Program Details

Current(0) Renewal(0) Expired(0)

No active certifications found

Continue Exit

Copyright © 2012 Periscope Holdings, Inc. - All Rights Reserved.

### Registering for the Small Business Reserve Program

The **Program Qualification Warning** screen will appear next. This screen enables you to register for the State of Maryland's Small Business Reserve Program. Initially, you are displayed a disclaimer for the program. If you select **I Disagree** or **No Thanks**, then you will be returned to the **Maintain Organization Information** screen and will not be able to proceed with the SBR registration process.

## Small Business Reserve Registration

### Program Qualification Warning

## PROVIDING FALSE INFORMATION

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under a Small Business Reserve procurement may be subject to the following:

1. A determination by a Procurement Officer that a bidder is not responsible;
2. A determination that a contract entered into is void or voidable under § 11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland;
3. Suspension and debarment under Title 16 of the State Finance and Procurement Article;
4. Criminal prosecution for procurement fraud (§ 205.1 of the State Finance and Procurement Article), perjury, or other crimes; and
5. Other actions permitted by law.

## FAILURE TO MEET MINIMUM QUALIFICATIONS

Any Bidder or potential bidder failing to meet the minimum qualifications of a "small business" specified in § 14-501© of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for a Small Business Reserve under § 14-504. Any person or company bidding on a Small Business Reserve procurement and not qualifying as a small business under § 14-501© will have its bid rejected on the ground that the bidder is not responsible.

If you would like to register for the program AND you acknowledge the disclaimer, select **I Acknowledge** and you will be able to continue with registering for the program. Upon selecting **I Acknowledge**, a series of questions will appear. Complete the questions and click the **Save & Continue** button on the bottom of the screen.

# Small Business Reserve Registration

## Program Qualification Questions

1. Are you a broker? \* :
2. Type of Organization? \* :
3. Is business a subsidiary of another firm? \* :
4. Is business independently owned and operated? \* :
5. Is Business dominant in its field of operation? \* :
6. Total Number of Employees on payroll (Must enter a value greater than 0) \* :

**The following 2 questions deal with veterans status. If you are a veteran, select the appropriate response as well as acknowledging that you have read SFP 14-201. Also be aware that you MUST be domiciled in the State of MD to qualify.**

7. If applicable, indicate veteran status. :  ?
8. If veteran or disabled veteran, indicate the you have read and understand the SFP 14-201 terms found in the help area. :  ?

**If you are not a NEW business, provide your last 3 years of gross sales. Otherwise select NA for the year and enter a 0 in the gross sales area.**

9. Gross Sales for the most recent three years - Year 1 \* :
10. Amount Year 1 (Enter 0 if NEW Business) \* :
11. Gross Sales for the most recent three years - Year 2 \* :
12. Amount Year 2 (Enter 0 if NEW Business) \* :
13. Gross Sales for the most recent three years - Year 3 \* :
14. Amount Year 3 (Enter 0 if NEW Business) \* :

**If you are a NEW business, provide your gross sales. Otherwise enter a 0 in the gross sales area.**

15. New business, please provide the first year projected or estimated gross sales \* :

Save &amp; Continue

Reset

Cancel &amp; Exit

## Small Business Reserve Registration

Upon clicking **Save & Continue** a screen will appear informing you of whether the information you've provided pre-qualifies your company for the SBR Program. Click **Exit** to return to the **Maintain Organization Information** screen.

### Program Qualification Results

#### Pre-Qualification Results

The information you provided meets the qualification criteria for the program

Exit

OR

### Program Qualification Results

#### Pre-Qualification Results

The information you provided does not meet the qualification criteria for the program

Exit